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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

July 12, 1943

PERSONNEL DIVISION MEMORANDUM NO. 5

Supplement No. 3

To: Branch and Division Chiefs and Regional Administrators
From: Frederick C. McMillen, Chief, Personnel Division
Subject: Payroll and Personnel Documents and Reports

In Personnel Division Memorandum No. 5 dated August 14, 1942, it was stated that a Signature Card, Form FDA-224, (superseding SMA 633) should be filled out by each new employee of the Administration in Washington and the field service and transmitted to the Finance and Accounts Division in Washington or to the appropriate fiscal office in the field.

Effective immediately, the use of the Signature Card for all new employees will be discontinued. This change in procedure is being effected in accordance with an agreement reached with the Finance and Accounts Division in Washington, and the provisions of Personnel Division Memorandum No. 5 relating to the use of the Signature Card are hereby amended accordingly.

Frederick C. McMillen

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